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ABSTRACT

In Texas, public library advisory boards are a recent innovation that have developed as a result of the Council-Manager form of government. This handbook is a response to that development as a compilation of information on the most efficient roles and functions of advisory boards. An advisory board is appointed by the governing body of which the library is a unit. It fulfills an important role by allowing for public participation in planning library policies and services. The composition and duties of the library board are discussed, along with information about finances, policies, and sources of support, such as Friends of the Library and the Texas State Library and Archives Commission. Chapter 11 of this paper contains five position papers on the following library issues: (1) Library Bill of Rights; (2) Freedom To Read; (3) Freedom To View; (4) Texas State Library Association Intellectual Freedom Statement; and (5) Policy on Confidentiality of Library Records. Summaries of opinions of the Texas Attorney General on library matters and a glossary are included. Appendixes contain sample board by-laws and a list of Texas Regional Library Systems. (SLD)

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Public Library Advisory Board Handbook

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Texas State Library
Library Development Division
Austin, Texas
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INTRODUCTION

Throughout the history of public libraries in America, the great advancements have come through the active participation of the citizen. This handbook is a recognition of that tradition and a hope for its continuance. It is addressed to a special kind of citizen, one who has been selected to serve on an advisory library board to help local governments, through advice and support, provide better library services.

In 1936, the Texas Library Association *Handbook of Texas Libraries, Centennial Edition* reported 56 tax-supported municipal and county libraries and over 100 club and subscription libraries, some of which acted as partially free public libraries for their communities. Many of the issues of fifty years ago, as recorded in the *Handbook*, seem very contemporary. For example, a proposed "Texas Library Plan" sought" a new municipal library law providing minimum support, certification of librarians, and appointment of trustees to insure continuity of policy and efficiency" as well as "closer integration of school and public library service" and "state aid for public libraries."

In the 1990's over 500 Texas public libraries serving almost 15,000,000 people are facing many of these same issues. Only 12 of the 254 Texas counties are not served by a local library. The libraries range from cozy storefronts to models of modern architecture, but they all serve the same purpose: the library needs of the communities in which they are located.

Public library advisory boards are a recent innovation. They have developed as a result of the Council- Manager form of government. This handbook is in part a response to that development. While much has been written about governing library boards, very little is available on advisory library boards. In 1989, the Public Library Administrators of North Texas (PLANT) decided that a compilation of the current wisdom of the most effective roles and functions for advisory boards would be a useful item. This handbook then is a compilation, distillation, and restating of ideas and information that may be found in numerous other sources. This handbook owes a debt to previous publications on library boards, but it is unique in its focus on the advisory board (see Chapter 11 for a list of other resources and publications).

Many people contributed directly and indirectly to the completion of this handbook. PLANT conceived the idea of a handbook for advisory boards. Alvin Bailey, Director, Denison Public Library agreed to compile and edit the document. American Library Association and Texas State Library publications were combed for useful information. Kathy Ritterhouse, Sue Compton, and Mary Jane Stevenson worked many hours on standardizing headings, style, syntax, and grammar. Numerous PLANT members, state library staff, and system coordinators read various drafts of the manuscripts and provided suggestions for deletion, inclusion, and revision. Without the assistance of all these individuals, this handbook would not be available today. A special note of thanks is given to Peggy Geesling, Administrative Secretary, Denison Public Library, as she heroically typeset the countless revisions of this document. The Texas State Library is appreciated for its willingness to publish and distribute this handbook. And finally the greatest debt is owed the PLANT members who provided material, reviewed the drafts, and showed great patience in awaiting its final versions:

Allen Public Library
Arlington Public Library
Burleson Public Library
Carrollton Public Library
(Cedar Hill) Zula Bryant Wylie Library
Cleburne Public Library
The Colony Public Library
(Coppell) W. T. Cozby Public Library
Dallas County Public Library
Dallas Public Library
Denison Public Library
Denton Public Library
DeSoto Public Library
Duncanville Public Library
Euless Public Library
Farmers Branch Public Library
Flower Mound Public Library
(Garland) Nicholson Memorial Library
Grand Prairie Public Library
Grapevine Public Library(Waxahachie)
Haltom City Public Library
Highland Park Library
Hurst Public Library
Irving Public Library
Kaufman County Library
Keller Public Library
Lancaster Veterans Memorial Library
Lewisville Public Library
Longview Public Library
McKinney Memorial Library
Mesquite Public Library
North Texas Library System
Northeast Texas Library System
North Richland Hills Library
Plano Public Library
Richardson Public Library
Richland Hills Public Library
Rockwall County Library
Sherman Public Library
Terrell Public Library
Tyler Public Library
Watauga Public Library
Nicholas P. Sims Library
Weatherford Public Library
(Wylie) Rita & Truett Smith Library

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CHAPTER 1

PUBLIC LIBRARY ADVISORY BOARDS IN TEXAS

An advisory library board is appointed by the governing body of which the library is a unit. The duties and responsibilities of the advisory board vary with the laws and ordinances under which the library was created. In most instances, the advisory board acts as a liaison between the community and the governing body to promote the library's services and programs.

THE PRODUCTIVE ADVISORY BOARD

An advisory board fulfills an important role by providing an avenue for public participation in planning library policies and services. Thus, the public that the library serves can contribute ideas and define problems. Also, library plans get a boost from participation and understanding by citizens. An advisory board that accepts responsibility for giving advice should be prepared to:

- Meet regularly and participate actively.
- Share plans and problems and ask for ideas.
- Accept special assignments (for example, to collect community information).
- Know the library's services to promote them to the community.
- Plan for the board's participation in the planning process, the work of financing, and the excitement of making future plans.
- Be active in the community to promote the library.
- Be active in the political process that works for legislation and support at local, state, and national levels.
- Help identify people in the community who will be active in support of the library.
- Keep abreast of the latest development in library service and see that the local library does not lag behind.
- Seek support from governing bodies.

An active advisory board has the opportunity to be involved and influential in library development without the responsibility for operational details.

ROLE OF A LIBRARY BOARD MEMBER

The principal role of an advisory board is to make informed recommendations to the elected policy-making body, such as a city council or commissioners court.

Your Job Is –

To Know:

- Your responsibilities
- The services and resources available in the library.
- Your local government and its officials.
- The people in your community.
- How to work effectively in a group.
- The services and resources available in other libraries in your community.
- The system of which your library is a member: the responsibilities and privileges incurred by membership in the Texas Library System.

To Remember:

- That library daily operations are the library director's responsibility.
- That working through the library director – not the staff – is the appropriate method for effecting change.
- That your personal opinion is important in Board meetings, but that you must support Board policies once they are decided.

To Attend:

- Board meetings.
- Committee meetings.
- Texas Library Association and American Library Association meetings whenever possible.

- Other local meetings where your presence may be beneficial to the library.

To Plan:

- Future growth and priorities of the library.
- Active community awareness programs.
- Orientation for new board members.

To Support:

- Your library and its policies.
- Your local governing body.
- The public and its right to information.
- Intellectual Freedom.

To Act:

- To articulate your library's needs.
- To promote your library whenever appropriate.
- To develop good personal relations with local, state, and federal representatives of government.
- To make yourself, your board, and your library visible in the community.

CHAPTER 2

LIBRARY BOARD MEETINGS

Library board members often wish that the public took more interest in the board meetings. Many board members make special efforts to invite attendance and welcome comment from the audience at an appropriate time on the agenda, and this attitude builds interest and attendance.

Though Texas law requires governmental bodies hold meetings that are open to the public, a 1974 opinion by the Attorney General (H–467) holds that: "A city's library board which acts solely in an advisory capacity and has no rule-making or quasi-judicial power is not required to comply with the mandate of the Open Meeting Act regarding public notice and open meetings." Nevertheless, some governmental charters require open meetings, and most library boards feel that the deliberations are sufficiently important to the community to follow the spirit of holding open meetings with prior notice.

MEETING ORGANIZATION

In a democratic organization, meetings are where information is shared, decisions are made, actions are planned, and the future is shaped. The best meetings are exciting, fun, and productive. No matter what the size or purpose of the meeting, it should be well planned in advance. Written by-laws may help in the organization of the meetings (sample board by-laws are included in Appendix A).

Written Agenda

The first part of any meeting plan is a written agenda. The agenda should be prepared jointly by the board chairman and the library director. It lists the topics to be discussed, and the order of discussion.

An ideal meeting runs about one or two hours. Despite your best intentions, your meeting may run over the allotted time; therefore, put the

least important topics at the end of the agenda and your most important topics at the beginning. Then, even if you do not finish your agenda, your most important work has been done.

When planning the agenda, try to offer a balance between the work which needs to be covered in the business part of the meeting and enjoyable activities which will inspire and motivate your audience. Use your imagination to keep your meetings fresh and effective. Some techniques other groups use to add variety to their meetings include:

- Offering a door prize.
- Holding a raffle drawing at the meeting.
- Showing slides illustrating your library's history or next project.
- Showing an inspiring movie and then discussing it.
- Recruiting or hiring a celebrity, a speaker, an expert in your field, or the veteran leader of a similar successful organization to entertain, educate, or motivate your group.
- Serving special refreshments – holiday specialties, ethnic favorites, or samples from your cookbook.

A well-planned agenda will help you to do first things first, focus on one item at a time, leave the least important items at the end, and set a tone for the meeting. All of these will help your meetings get work done and get out on time so that people will want to come to the next meeting.

Clear Rules

The second step of a meeting plan is the choice of clear rules. These rules set the style for the meeting. Your rules affect how much gets done, who likes the meeting and comes back, and who dislikes the meeting and does not come back.

Many small groups choose to make decisions by a consensus. Consensus means reaching a unanimous decision through discussion and compromise. Consensus may require full discussion, but it assumes that members are

prepared to cooperate. When trying to achieve consensus, the people at the meeting discuss each topic until the Chair believes that all are in agreement. If the members have one purpose, plenty of time, and a shared goal of cooperation, consensus works very well. Groups that use consensus to make decisions believe that it gives them greater clarity in all the choices available and greater solidarity around the final choice. Although it may take more time to reach a decision, they believe that earnestly laboring for moral clarity through the consensus process very often results in a profound leap of personal growth. Consensus works best with small groups in which every member comes to the meeting with an understanding of, and unity with, the ideals of the organization.

However, if you want to include a large number of people in decisions, if the audience has strong opinions and varied interests, if you have a bold program with many issues, or if you want to involve busy people, you will probably find that you can get more done, involve more people, and have better meetings, if you make decisions by voting. In that case, you have a lot to gain by using parliamentary procedure explained in *Robert's Rules of Order Newly Revised*. Parliamentary procedure developed in the British Parliament as a system for conducting meetings and making group decisions. Each item of business must be proposed by someone as a suggestion that the group do something. Decisions are made by voting on each proposal after discussion. To be effectively used, each member of the Board should have a rudimentary knowledge of parliamentary procedure. It is suggested that a review of the rules be part of an annual Board meeting.

Minutes

After you plan the agenda and choose the rules, you have virtually guaranteed the success of your meeting. There is only one more job to consider for any meeting you hold. One person must be responsible for making a record of the decisions and assignments made at the meeting. This record is called the minutes. Every meeting needs someone to take minutes. Usually this is the job of the secretary, who is elected for one year. If the Board is afraid that taking minutes will prevent one person from participating fully in board discussion, streamline the system or rotate the job among board members.

Minutes do four things for you. For members who were at the meeting, they provide a short review of decisions, assignments, and deadlines. For members who missed the meeting, they provide an accurate account of what happened. For future officers and staff, they create a history of the organization. For everyone, they serve as the official legal record of important decisions. Include in the minutes:

1. Date, time, place, and purpose of the meeting.

2. Names of voting members present and absent.

3. Motions made and passed. The person who makes the motion must give the wording of the final version of the passed motion to the secretary. Record who made the motion, who seconded, and the vote count.

4. Assignments and deadlines. After a motion passes, the chair should appoint one or more persons to be responsible for completing the assignment. Record the person in charge, his or her assignment, and when he/she will report on the progress or finish the job.

5. List of reports made. Attach copies of all written reports. List correspondence read aloud.

There should be a standard procedure for handling written minutes, ideally mailing them out two weeks after the meeting. To hand out the minutes at the next meeting (usually at least one month later) and ask for corrections wastes time while members read the minutes.

Streamlining Meetings

In order to keep the board meetings fun and productive, they should be efficient. In planning meetings, keep these two "rules" in mind:

1. Respect people's time – Recognize that time is the most valuable commodity anyone has to give. If you want people to invest their valuable time in building your organization, you must treat it like gold.

2. Do all work in the smallest possible group – If a task can be accomplished by one or two people, that is the way to do it. Use the larger group for general planning and small groups for completing specific tasks.

There are several techniques you can use to streamline board meetings.

These include:

- Do not clutter an agenda with information-only items which could be reported to members in a memo or advance report.
- Mail members, in advance, all possible background material in order to prevent meeting time being consumed with questions the material would answer.
- Space out committee reports so no one board meeting is taken up with too many lengthy reports.
- Place urgent, difficult issues, and issues requiring action as soon as possible after the meeting starts.
- In the agenda, mark "Action" besides those issues on which action is required, to alert board members to issues on which they must make decisions.
- Estimate the time required for each issue and indicate that time on the agenda.
- Schedule the presentation, report, or remarks of any invited person or distinguished guest as soon as possible after the meeting opens, so that he or she may leave early if desired.
- Use a streamlined agenda which dispenses with roll call, the reading of the minutes (send minutes with the agenda), and correspondence (except for matters of grave importance).

Using these guidelines, it should be possible for a library advisory board to have productive and useful meetings.

CHAPTER 3

THE ADVISORY BOARD AND THE LIBRARY DIRECTOR

The library board and the library director work as a team to achieve the best for the library, but each has separate responsibilities.

THE ADVISORY BOARD

The library board is appointed by the city council or other governing entity to serve as a liaison between the library and its citizens. The board advises the library director and the city council in matters related to the library and its services and promotes the library and its programs.

The advisory board's duties and responsibilities include:

- Acting in an advisory capacity to the city council in matters that pertain to the library.
- Receiving suggestions and recommendations from citizens relating to library service.
- Referring complaints, compliments, and suggestions to the library director, who reports to a chief executive officer, who reports to the city council.
- Knowing to some degree how the library is organized and functions.
- Knowing the collection, the staff, and the activities of the library in order to communicate knowledgeably with the citizens and the city council.
- Recognizing that the library director and others on the staff are professionals in the field of librarianship and respect their expertise.
- Remembering that advising is not deciding. Your role is to recommend to the city council.
- Supporting intellectual freedom and rights to access in the public library.

THE LIBRARY DIRECTOR

The library director is responsible for the organization, planning, direction, and administration of library services and activities to provide quality library service. The director works with the advisory board, as well as other groups, to promote the library.

The library director's duties and responsibilities include:

- Meeting with the library board at regularly scheduled meetings.
- Helping prepare the agenda with the board chair.
- Keeping the board informed of the activities, acquisitions, and new personnel of the library.
- Elucidating and informing the board regarding budget and financing implications.
- Guiding the board with professional expertise regarding the development of library policies.
- Directing the care and maintenance of the library building and equipment.
- Supervising the selection, training, and performance of the library staff.
- Preparing the annual budget proposal.
- Overseeing the expenditures of the budget.
- Assuming the responsibility for the monthly and annual reports of library service and activities.
- Attending meetings, workshops, seminars, and conferences of organizations that are appropriate to the library and management fields.
- Supervising selection and processing of all library materials and equipment.
- Keeping informed of library trends through professional reading.
- Supervising collection development–selection and weeding of library materials.
- Promoting the library, its materials, and programming via cable television, radio stations, newspapers, city newsletters, library calendars, brochures, pamphlets, and displays.

CHAPTER 4

LIBRARY BOARDS AND LIBRARY PROMOTION

As an advisory body, a library board can exert its efforts to build, maintain, or improve the library through an effective library promotion program. Library promotion is a conscious process of relating to the community the benefits and services provided by the library. Public awareness, whether achieved through a publicity program or public relations, generates public support.

DEVELOPING A LIBRARY PROMOTION (AWARENESS) PROGRAM

A library promotion program is usually developed through a formal planning process in which the board and the library's staff define and enumerate goals and objectives as well as needed resources. Once developed, the plan should be reviewed and revised on a regular basis and aggressively implemented.

Such a plan should include:

- A written set of goals and objectives directing all activities pursued.
- Identification of specific target audiences to which the program is directed.
- Identification of individuals (board members, staff, volunteers, friends of the library members) who actively participate or perform specific duties or have special responsibilities under the plan.
- A calendar of anticipated special events that are planned during the coming 12 month period. These events may require publicity such as special newspaper articles, brochures, or flyers.
- Identification of funding required to effectively implement the program. Some elements cost money while others require the time and talents of individuals. Know where the funds and talent come from!

The comment is sometimes heard within the library community that libraries should not be sold to their service area. Nevertheless, the most effective and successful library programs are those in which the link between the user and the services provided is forged through a formal library promotion program. Thus a comprehensive public awareness program must be pervasive – both the user and the library staff must be committed to the success of the product provided and received.

The library board, working with the library director, should set the style and tone of any public awareness activity. The board, along with the library staff, can improve its visibility, widen its contacts, and pursue every opportunity to communicate to the library's users, present and potential, both the successes and the needs of the library service program.

LOBBYING

The term "lobbying" has only recently become widely heard (above a whisper) in library circles and still is greeted with discomfort by many board members and library staff. The negative image which the term elicits is changing.

Lobbying for funding is nothing more than knowing where funding originates and knowing the people who control the distribution of those funds. In this sense, library boards are "lobbyists," or they would not be board members, as they are usually appointed by the governing body which is the primary source of support for their library. In many cases, the ordinance which established the board encourages, even mandates, that a prime duty of the board is to consult or advise the governing body as to the needs of the library. Often the board is also charged to identify alternative funding sources for the library or to meet with other organizations or agencies that can promote the improvement of the local library's services and programs. In this context, board members are appointed to their positions to be library "lobbyists."

Lobbying is the recognized and traditional right of all citizens to be heard in matters which they feel should be addressed. Board members should regard lobbying activities to be of prime importance, a skill to be practiced

and perfected, and an essential element of the public relations and awareness program.

How can the board member become an effective lobbyist for the library? Develop the following ideas based on the board's own talents, knowledge of the community, and the library's program.

1. Know your library and libraries in general. Libraries of all types are interrelated. Improvements to libraries, whether school, public, university, or otherwise, will produce positive results for your library program.

2. Many cities and counties develop legislative agendas. The board should insure that library related legislative matters are included within these proposals.

3. Plan to provide, both individually and collectively, for a persistent program of providing information (i.e., a public relations program) to the community. In addition to the formal activities, such as newspaper articles and presentations to groups and organization, a board member might have lunch with the local newspaper editor or meet regularly with the Chamber of Commerce staff or any other agency or organization which will broaden awareness of the library program.

4. Get to know the local, state, and national representatives on a personal basis and become knowledgeable about their views and impressions of libraries in general. In this manner members can relate their library knowledge and concerns and, when required, influence or change any negative impressions or images that may exist.

5. Make regular calls on all elected officials as well as to any other agency or individual which can promote libraries and their service programs. Attend events at which these officials appear and let them know why the board representation is there.

6. Look at candidates for office and impart the board's "library knowledge" to these individuals in the early stages of their candidacy.

7. Involve and invite those in the political process to library sponsored events, activities, and organizations.

8. Visit legislators and legislative sessions in Austin or Washington, D.C. whenever possible and join in, to the extent practical, with any legislative activity planned by library support organizations such as the Texas Library Association, Friends of Texas Libraries, and similar organizations.

9. Plan a regular meeting with the city council or county commission. This meeting may be an annual or more frequently scheduled "event," but it should be carefully planned to provide the body with specific facts and figures about the needs of the library. It is also effective to spotlight your successes as these lend credence to requests for additional resources to support existing or proposed projects, programs, and services.

10. Most importantly, change your mindset about lobbying and its importance to libraries! It is not a dirty word or concept. It is a very American concept and right (responsibility, too) of all citizens to participate in the decisions of government, to represent viewpoints, and to support ideas and concerns!

CHAPTER 5

PLANNING

The advisory library board's role in planning is to assist the library director in formulating plans for your public library. Your assistance may be in the form of surveying the community, speaking at community organizations, receiving input, generating support, or securing data. Your knowledge of the community is vital and your participation is important in the planning process.

The planning function of any public library is essential. It is based on the assumption that planning provides a realistic means to better allocate existing resources, identify service priorities, demonstrate accountability, and accomplishes stated objectives – regardless of library size, local community conditions, and funding levels.

The planning function should provide a mission statement and stated goals and objectives. A mission statement is a broad statement of the purpose of the Library specifying the fundamental reasons for the Library's existence. It establishes the scope of the Library's activities and provides overall direction for the Library. The mission statement acts as a foundation for the development of general and specific objectives, as well as program plans. The Library's mission should be related to the major roles chosen. Two sample mission statements are:

- XYZ Public Library shall function as the central access point to information media for the education, enlightenment, and enjoyment of all of the people of the community.
- The purpose of the XYZ Public Library is to provide the members of its community with access to materials which can improve their minds, broaden their lives, and fulfill the cultural, intellectual, educational, and recreational needs.

Mission statements typically include the following: who will be served, to meet what needs, with what resources, and under what philosophical concepts. A menu of selected terms is provided:

WHO
people in the community
children
young adults
adults
senior citizens
people eligible for service
library users
library nonusers
students

RESOURCE
books
AV materials
nonprint materials
print materials
popular materials
reference books
library resources
library materials
technology
facilities
local history
genealogy
business materials
programming

NEEDS
recreational
leisure
informational
educational
cultural
historical
social
civic
intellectual

CONCEPTS
access to all information
meet user needs
interlibrary cooperation
freedom of information
community center
participation in the region

A goal is a broad, general, timeless set of directions. Goals outline what the people should receive from the library, or what the library should have or be able to do, to accomplish its mission. Objectives are statements of specific programs of action to be taken, or measurable results to be achieved, within a specified period of time which, if accomplished, will move the library closer to the goal. Two examples of goals and objectives are:

Goal: The public library will provide information and recreation through library programming.

Objective: Maintain children's programming at current level of an average attendance of 50 children per week.

Goal: Service to the public will be improved as a result of the library's participation in library networks.

> **Objective:** By December, 199X, the Library will have negotiated and signed the revised regional cooperation contract.

The planning process provides a foundation for making choices and decisions regarding the library. Your active participation in this process helps facilitate the future direction of the public library. The possibilities for new and exciting avenues of service will become a reality when you begin to assist in the planning process.

CHAPTER 6

MONEY MATTERS

FUNDING SOURCES

Texas public libraries are funded by various mixtures of private, local, state, and federal money. The largest portion comes from appropriation by local governing bodies. State funding accounts for 5% and federal funding another 5%. Local bonds for buildings are frequently issued, and some libraries receive funding from private sources.

USES OF FUNDING

A library provides materials and services to users of all ages and groups in the community and, in many cases, to other communities through cooperative services. To do this, money is necessary for an attractive, inviting, and efficient location; for a wide variety of materials to meet informational, educational, and recreational needs; and, most important, for a competent and effective staff to assist patrons and to organize materials so they are accessible.

Customarily, local funds support basic services such as buildings, materials collections, employees, and general operating expenses. State and federal funding are used for state and regional interlibrary cooperation, collection development, and program innovations. Private sources usually specify uses for money that they donate.

Board members need to be aware of the particular mix of funding that supports their library. In most libraries, budget preparation is the staff's job. Still, all board members need to understand and support their library's budget. For specific information about budgeting in a particular library, consult the library director.

BOARD INFLUENCE

Board members may influence the funding process in several ways. Board members may be called upon to explain the library's budget. A thorough knowledge of the financial status and budget procedures facilitates support from the governing body that appropriates funds and from the taxpayers who provide the funds.

Active members know the assets of other libraries in the community as well as their own. They need to visit libraries frequently. Can you borrow the materials you want? Books? Records? Films? Prints? Does anyone else want or need them? How much money will address those needs? Is it possible to translate the information needs of the people of the community into taxes for the individual citizen? Is it possible to find another source of funds?

Library board members should expect to serve as liaisons between the library and the local governing body. They can also provide great service by fostering good relations and raising library visibility with state and federal legislators.

CHAPTER 7

POLICIES, PROCEDURES, AND RULES

The terms policy, procedure, and rules are frequently confused. Yet the distinctions among these terms are important to understand the role and responsibilities of board members in each area.

POLICIES

Policies are written statements which become administrative documents reflecting the library and its governing body's goals and objectives. They are guidelines for the conduct of library personnel in the performance of their duties. Policies are flexible, which does not mean they are made to be broken. The library's policies should be regularly reviewed, and, as goals and objectives change, the policies should be revised to keep them current.

Examples of Library Policies

- Materials selection policy, including gift policy.
- Registration and circulation policy.
- Meeting room/auditorium policy.

Library Board's Responsibilities for Policies

Advisory library boards propose policies, or amendments to existing policies, to their governing bodies. After the policies have been adopted by the governing body, they are then implemented by the library administrator and staff.

PROCEDURES

Procedures are guides to action which are subordinate to and aid in implementing the policies. Procedures describe how a service is to be performed, establish a method of handling repetitive tasks, and specify how a policy is to be implemented. Procedures tend to be chronological, listing a sequence of steps to be performed or giving a timetable.

Examples of Procedures

- Reserving/renting library meeting rooms.
- Handling citizen complaints about a library material.

Library Board's Responsibilities for Procedures

The library board is responsible for establishing and revising procedures for those policies which directly affect the board, such as procedures for setting agendas, calling or canceling meetings, or removing board members.

The library director and departmental supervisors establish and revise procedures which provide the most effective, efficient methods of carrying out general operating policies for the library.

RULES

Rules are standard methods or practices which establish specific actions to be taken in specific situations. Rules insure a stable, consistent, and uniform behavior by all individuals using or working in a library. They allow no discretion or interpretation in their application; they do not exceed the scope of policy.

Examples of Library Rules

- No smoking or eating in library.
- Opening/closing hours.
- Non-circulation of reference books.
- Limitations on numbers of an item circulated.

Library Board Responsibility for Rules

Many rules are established by federal, state, or municipal law (e.g., not smoking in public libraries, or child labor laws).

Others may be recommended by the library board or library director to solve an existing or anticipated problem. Rules should be kept to a minimum and enforced only as long as the situation being solved exists.

CHAPTER 8

FRIENDS OF THE LIBRARY

Many libraries of all sizes benefit from the energy and enthusiasm of a local friends of the library group. The relationship between the library board and the friends is a significant and ongoing one.

Essentially, a friends of the library organization can be defined as a group of active volunteers who are independently organized to support, promote, improve, and expand the local library. A friends organization can provide an opportunity for individuals to make a recognizable contribution to their community through library service. The initial reasons for founding a friends organization vary among libraries, but usually involved advocacy, community involvement, fund raising, and public relations.

Friends are generally recognized as among the most important citizen groups in the library world, having benefited libraries time and time again as a result of their activities and representation of community needs and interests. But their role and the library board's legal function are not the same.

The basic relationship between the library board and the friends, which best serves both groups (and which ultimately best serves the library), is mutually communicative, cooperative, and supportive – since both groups are dedicated to promoting and improving library services. However, their relationship is affected by the distinct differences in the role of each.

Board members serve the library officially in an advisory capacity as a legally appointed board, and are thus held legally responsible for the results of their decisions and actions. They are also restricted to function within perimeters established by state or local law, ordinance, or policy.

On the other hand, friends groups are separate, independent organizations with their own officers and organizational structure. While they cannot legally take on any of the functions assigned by law to the library board, there are a wide variety of ways friends groups can serve their libraries.

FRIENDS ACTIVITIES

Examples of friends activities include:

- Sponsoring adult cultural and educational programs such as film series, book discussions, author appearances, and seminars on subjects ranging from investments to rare books.
- Presenting major cultural events, sometimes combined with fund raising.
- Organizing and/or providing volunteers.
- Initially supporting new services, such as the lending of original art and sculpture, that later may become part of the library's ongoing program.
- Communicating the library's financial needs to the city council or to the voters.
- Conducting book sales for fund raising.
- Operating gift shops and/or used book stores in the library.
- Sponsoring writing or poetry contests.
- Recognizing exceptional performance of individual library staff.

RELATIONSHIP BETWEEN BOARD AND FRIENDS

As previously mentioned, the relationship between the board and the friends should be a strong, positive one. This relationship can be enhanced, and the important library support role of the friends can be assisted, by the board through the following actions:

- Developing, in cooperation with the library director, a policy to clarify the role of friends in relationship to the library and the library board.
- Inviting and welcoming friends to library board meetings, also encouraging at least one friends member to serve as a regular liaison by attending all board meetings.

- Regularly providing friends with information such as library board meeting minutes, agendas, or reports.
- Considering friends members for informal advisory or consultative committee membership (especially all citizen-input opportunities when library goals, objectives, and priorities are being planned annually to meet community wants and needs).
- Attending friends' special events.
- Recognizing friends' contributions in such ways as letters to officials, certificates of appreciation, press releases, and at special programs honoring groups or individuals for support of the library.

ADDITIONAL ORGANIZATIONS

For information or assistance regarding forming a friends group or interacting with an already active group, you could contact:

- Friends organizations in nearby towns.
- Friends of Libraries U.S.A. (FOLUSA), an affiliate of the American Library Association (ALA). Address: 50 E. Huron Street, Chicago, Illinois 60611.
- Friends and Trustees Round Table, a roundtable of the Texas Library Association (TLA). Address: 3355 Bee Cave Road, Suite 603, Austin, Texas 78746.

CHAPTER 9

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

The Texas State Library and Archives Commission administers the funds allocated for public libraries by the state legislature and the federal government. The Commission oversees the State Library, the regional systems, and interlibrary loan centers.

THE COMMISSION

The Texas State Library and Archives Commission was created in 1909 by act of the Texas Legislature. It is composed of six members appointed by the Governor and approved by the Senate. The members hold office for terms of six years. The Commission governs the state agency titled Texas State Library and Archives Commission. The authority of the Commission is broad and is set by state law. It includes the selection of the state library director and the assistant director, approval of the agency's budget before it goes to the Legislature, and approval of agency policies, including the rules and regulations that govern the Texas Library Systems Act. For a list of the current Commission members, check with your public library director.

THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION AGENCY

The agency was established in 1909 as a department of state government. It administers programs to ensure quality library service throughout the state and develops archival services required for the effective operation of state government, including records management services for state agencies.

The agency has the following seven Divisions: Administration, State Archives, Blind and Physically Handicapped, Statewide Library Development, Information Services, Records Management, and Regional Historical Resources Depository & Local Records. Your system coordinator can provide information on the activities of each division.

The Library Development Division is most closely allied to libraries in the state. The Division:

- Contracts for interlibrary loan services to public, academic, and special libraries.
- Develops and maintains public library services through grants to operate the regional library systems.
- Establishes public libraries in counties without library service.
- Assists in the construction of public libraries.
- Provides a format, theme, and materials for an annual children's reading club for public libraries.
- Encourages cooperation and coordination among various types of libraries in the sharing of materials and the delivery of library services.
- Offers special assistance on all aspects of library development and operations.
- Sponsors workshops for staff development and continuing education.
- Maintains a collection of books, periodicals, and audiovisuals related to library service.

REGIONAL LIBRARY SYSTEMS

Cooperative regional library systems were developed in Texas after the legislature passed the Texas Library System Act of 1969. The Act provides for and encourages libraries to join together in regional systems to share resources and expertise. The state is currently divided into ten systems (see map, Appendix B) which are located in a large library in the region and are funded with state and federal funds and other income as specified. Each system is to provide services to member libraries in its area. The systems have no legal entity; they are, instead, contracts between the Texas State Library and Archives Commission and the governing bodies of the large public libraries where situated. Libraries join by meeting specific criteria for membership, which are outlined in the *Rules for Administering the Library Systems Act.*

In 1983 the Texas Library System Act was amended to allow system headquarters, under certain conditions, to become non-profit legal entities. This arrangement of regional library systems benefits the local public library by establishing minimum standards and offering a variety of services.

SYSTEM SERVICES

The following are some typical services provided by the systems:

- Collection development, allocation, and evaluation of collections.
- Continuing education opportunities for library staffs and trustees.
- Consultation on creating, operating, expanding, and improving libraries.
- Special consultation services on children's programs, young adult needs, planning, building, and public relations.
- Film and media services, including books on cassette.
- Rotating collections.
- Assistance in library automation projects.
- Reciprocal borrowing programs.
- Public relations programs.
- Reference backup.

INTERLIBRARY LOAN CENTERS

The TexNet, a part of the Library Development Division of the Texas State Library, is responsible for providing interlibrary loan and reference referral service for public, academic, and special libraries in Texas.

The service is based on the premise that lending among libraries should be encouraged; however, interlibrary borrowing should not be used as a substitute for the development of a collection which meets the needs of the library's service area or client group. Existence of this service enables libraries to provide additional materials than would be possible even from adequate collections.

Local libraries make loan requests by contacting the Interlibrary Loan Center at the Major Resource Center in a library's area. If that library cannot fill the request, it will be searched through the collections of other libraries in the state and then in the nation.

Costs of the service are underwritten by federal funds. There are no charges to the library for calling the center, for postage on incoming materials, or for photocopying, in most cases. The requesting library is expected to pay for postage to return materials to the lending library, insurance if required by the lending library, and photocopying when done by most out-of- state libraries. Libraries may charge the latter costs to their patrons.

Where a lending library charges a fee, the prospective borrower will be notified in advance so that he or she may elect not to receive the material. Normally the network avoids borrowing from fee-charging libraries.

CHAPTER 10

ADDITIONAL INFORMATION

This publication is offered as a resource to public library advisory boards. It is a starting point. To facilitate the search for additional information, this chapter provides a listing of organizations and materials which may be useful.

ORGANIZATIONS

The following are selected organizations to contact for further information or resources related to public library advisory boards and their concerns.

Texas State Library and Archives Commission
Library Development Division
Box 12927, Capitol Station
Austin, Texas 78711
512/463-5465

Library Science Collection
Texas State Library
Box 12927, Capitol Station
Austin, Texas 78711
512/463-5494
800/252-9386

Texas Library Association
Friends & Trustees Round Table
3355 Bee Cave Road, Suite 603
Austin, Texas 78746
512/328-1518

American Library Trustee Association (ALTA)
American Library Association
50 East Huron Street
Chicago, Illinois 60611
312/944-6780
800/545-2433

PRINTED SOURCES

The following is a selected bibliography of materials that offer useful information to public library advisory boards:

Atman, Ellen, ed. *Local Public Library Administration*. 2nd ed. Chicago: ALA, 1980.

Burson, Betsy Lee. *The Library Board Under The Council-Manager Form of Government*. Texas Woman's University, 1987. Ann Arbor: UMI, 1987. 8715013.

Dolnick, Sandy, ed. *Friends of Libraries Sourcebook*. 2nd ed. Chicago: ALA, 1990.

Gardiner, Allen. *Handy Book for Kansas Public Libraries and Trustees*. Topeka: State Library of Kansas, 1983.

Handbook for Public Library Trustees. 2nd ed. Harrisburg, PA: State Library of Pennsylvania, Pennsylvania Department of Education, 1983.

Library Trustee Institute. Albany, NY: New York State Association of Library Boards and the University of the State of New York, New York State Library, State Education Department. Various dates (A looseleaf binder).

Planning and Role Setting for Public Libraries. Chicago: ALA, 1987.

Robert, Henry Martin. *Robert's Rule of Order*. New York: Harper, 1991.

Rocholle, Carlton. *Wheeler and Goldhor's Practical Administration of Public Libraries*. Rev. ed. New York: Harper, 1981.

Wyoming Public Library Trustees Handbook. Cheyenne: Wyoming State Library, 1985.

Young, Virginia G. *Trustees of a Small Public Library*. Chicago: ALA, 1992.

These books, plus other books and articles, may be obtained through interlibrary loans or from the Library Science Collection at the Texas State Library (800-252-9386) if they are unavailable in your local library.

CHAPTER 11

LIBRARY POSITION PAPERS

INTELLECTUAL FREEDOM

Public libraries in the United States house and provide information on countless subjects and offer a wide range of opinions about them. Although the freedom to express thoughts and opinions is assured by the Constitution, the library may receive criticism in the form of a demand that material be censored, i.e., that the challenged item(s) be removed from the library shelves.

Library board members have the responsibility to protect the right of all persons to have access to library materials and to be familiar with the library's selection policy. Board members also need to understand that librarians are trained by education to strive for a balanced collection offering various opinions on many topics. Librarians also have access to information and reviews about current materials to aid them in selecting materials while keeping in mind the composition and interests of their patrons.

Library board members should know the library's policy for handling complaints and the role they have in the process. Finally, board members must be familiar with the following principles which have been formulated by library organizations and serve as guiding philosophies for intellectual freedom.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948; Amended February 2, 1961; June 27, 1967; and January 23, 1980, by the ALA Council.

FREE ACCESS TO LIBRARIES FOR MINORS

An Interpretation of the LIBRARY BILL OF RIGHTS

Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the LIBRARY BILL OF RIGHTS. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the LIBRARY BILL OF RIGHTS states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, level of education, or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals, and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians.

Librarians and governing bodies should maintain that parents – and only parents – have the right and the responsibility to restrict the access of their children – and only their children – to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials, or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective services to minors.

Adopted June 30, 1972; amended July 1, 1981; July 3, 1991, by the ALA Council.

ACCESS FOR CHILDREN AND YOUNG PEOPLE TO VIDEOTAPES AND OTHER NONPRINT FORMATS

An Interpretation of the LIBRARY BILL OF RIGHTS

Library collections of videotapes, motion pictures, and other nonprint formats raise a number of intellectual freedom issues, especially regarding minors.

The interests of young people, like those of adults, are not limited by subject, theme, or level of sophistication. Librarians have a responsibility to ensure young people have access to materials and services that reflect diversity sufficient to meet their needs.

To guide librarians and others in resolving these issues, the American Library Association provides the following guidelines.

Article V of the LIBRARY BILL OF RIGHTS says, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

ALA's FREE ACCESS TO LIBRARIES FOR MINORS: An Interpretation of the LIBRARY BILL OF RIGHTS states:

> The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.
>
> . . . [P]arents – and only parents – have the right and the responsibility to restrict the access of their children – and only their children – to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Policies which set minimum age limits for access to videotapes and/or other audiovisual materials and equipment, with or without parental permission, abridge library use for minors. Further, age limits based on the cost of the materials are unacceptable. Unless directly and specifically prohibited by law from circulating certain motion pictures and video productions to minors, librarians should apply the same standards to circulation of these materials as are applied to books and other materials.

Recognizing that libraries cannot act in *loco parentis*, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's reading and viewing. Published reviews of films and videotapes and/or reference works which provide information about the content, subject matter, and recommended audiences can be made available in conjunction with nonprint collections to assist parents in guiding their children without implicating the library in censorship. This material may include information provided by video producers and distributors, promotional material on videotape packaging, and Motion Picture Association of America (MPAA) ratings <u>if they are included on the tape or in the packaging by the original publisher</u> and/or if they appear in review sources or reference works included in the library's collection. Marking out or removing ratings information from videotape packages constitutes expurgation or censorship.

MPAA and other rating services are private advisory codes and have no legal standing*. For the library to add such ratings to the materials if they are not already there, to post a list of such ratings with a collection, or to attempt to enforce such ratings through circulation policies or other procedures constitutes labeling, "an attempt to prejudice attitudes" about the material, and is unacceptable. The application of locally generated ratings schemes intended to provide content warnings to library users is also inconsistent with the LIBRARY BILL OF RIGHTS.

*For information on case law, please contact the ALA Office for Intellectual Freedom.

Adopted June 28, 1989, by the ALA Council; the quotation from FREE ACCESS TO LIBRARIES FOR MINORS was changed after Council adopted the July 3, 1991, revision of that Interpretation.

EXAMPLES OF AGE-BASED ACCESS LIMITATIONS

Some specific examples of denial access include, but are not limited to:

- restricting access to reading or reference rooms, or to otherwise open stack areas, based on the age or school grade level of the user;
- issuing limited access library cards, or otherwise restricting the circulation of materials, based on the age or school grade level of the user;
- assigning materials to special collections, such as parenting, teacher/professional, historical/genealogical collections, and restricting access to these collections, based on the age or school grade level of the user;
- using manual or computerized registration or circulation systems which restrict access to materials, based on the age or school grade level of the user;
- sequestering or otherwise restricting access to material because of its content, based on the age or school grade level of the user;
- requiring or soliciting written permission from parent or guardian to access or restrict materials because of their content, based on the age or school grade level of the user;
- restricting access to interlibrary loan, fax, and electronic reference services, based on the age or school grade level of the user;
- restricting access to materials because of their format and/or their cost, such as computer software, compact discs, periodicals, microfilm/fiche, and videocassettes, based on the age or school grade level of the user;
- charging fees or requiring deposits to access services, materials, or facilities, based on the age or school grade level of the user;
- refusing to process interlibrary loans, reserves, or reference requests for materials classified as juvenile;
- assigning professional/non-professional staff to reference searches, based on the age or school grade level of the user;
- restricting access to library-sponsored programs or events, otherwise designed for general audiences, based on the age or school grade level of the user;

- restricting access to public facilities, such as meeting rooms, display cases, and notice boards, based on the age or school grade level of the user.

MEETING ROOMS

An Interpretation of the LIBRARY BILL OF RIGHTS

Many libraries provide meeting rooms for individuals and groups as part of a program of service. Article VI of the LIBRARY BILL OF RIGHTS states that such facilities should be made available to the public served by the given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Libraries maintaining meeting room facilities should develop and publish policy statements governing use. These statements can properly define time, place, or manner of use; such qualifications should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. These statements should be made available in any commonly used language within the community served.

If meeting rooms in libraries supported by public funds are made available to the general public for non-library sponsored events, the library may not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates. For example, if a library allows charities and sports clubs to discuss their activities in library meeting rooms, then the library should not exclude partisan political or religious groups from discussing their activities in the same facilities. If a library opens its meeting rooms to a wide variety of civic organizations, then the library may not deny access to a religious organization. Libraries may wish to post a permanent notice near the meeting room stating that the library does not advocate or endorse the viewpoints of meetings or meeting room users.

Written policies for meeting room use should be stated in inclusive rather than exclusive terms. For example, a policy that the library's facilities are open "to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement of the limited uses to which the facilities may be put. This defined limitation would permit religious groups to use the facilities because they engage in intellectual activities, but would exclude most commercial uses of the facility.

A publicly supported library may limit use of its meeting rooms to strictly "library-related" activities, provided that the limitation is clearly circumscribed and is viewpoint neutral.

Written policies may include limitations on frequency of use, and whether or not meetings held in library meeting rooms must be open to the public. If state and local laws permit private as well as public sessions of meetings in libraries, libraries may choose to offer both options. The same standard should be applicable to all.

If meetings are open to the public, libraries should include in their meeting room policy statement a section which addresses admission fees. If admission fees are permitted, libraries shall seek to make it possible that these fees do not limit access to individuals who may be unable to pay, but who wish to attend the meeting. Article V of the LIBRARY BILL OF RIGHTS states that "a person's right to use a library should not be denied or abridged because of the origin, age, background, or views." It is inconsistent with Article V to restrict indirectly access to library meeting rooms based on an individual's or group's ability to pay for that access.

Adopted July 2, 1991, by the ALA Council.

EXHIBIT SPACES AND BULLETIN BOARDS

An Interpretation of the LIBRARY BILL OF RIGHTS

Libraries often provide exhibit spaces and bulletin boards. The uses of these spaces should conform to the LIBRARY BILL OF RIGHTS: Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

In developing library exhibits, staff member should endeavor to present a broad spectrum of opinion and a variety of viewpoints. Libraries should not shrink from developing exhibits because of controversial content or because of the beliefs or affiliations of those whose work is represented. Just as libraries do not endorse the viewpoints of those whose works are represented in their collections, libraries also do not endorse the beliefs or viewpoints of topics which may be the subject of library exhibits.

Exhibit areas often are made available for use by community groups. Libraries should formulate a written policy for the use of these exhibit areas to assure that space is provided on an equitable basis to all groups which request it.

Written policies for exhibit space use should be stated in inclusive rather that exclusive terms. For example, a policy that the library's exhibit space is open "to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement of the limited uses of the exhibit space. This defined limitation would permit religious groups to use the exhibit space because they engage in intellectual activities, but would exclude most commercial uses of the exhibit space.

A publicly supported library may limit use of its exhibit space to strictly "library-related" activities, provided that the limitation is clearly circumscribed and is viewpoint neutral.

Libraries may include in this policy rules regarding the time, place, and manner of use of the exhibit space, so long as the rules are content-neutral and are applied in the same manner to all groups wishing to use the space. A library may wish to limit access to exhibit space to groups within the community served by the library. This practice is acceptable provided that the same rules and regulations apply to everyone, and that exclusion is not made on the basis of the doctrinal, religious, or political beliefs of the potential users.

The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and/or their own exhibit proposal to be judged according to the policies established by the library.

Libraries may wish to post a permanent notice near the exhibit area stating that the library does not advocate or endorse the viewpoints of exhibits or exhibitors.

Libraries which make bulletin boards available to public groups for posting notices of public interest should develop criteria for the use of these spaces based on the same considerations as those outlined above. Libraries may wish to develop criteria regarding the size of material to be displayed, the length of time materials may remain on the bulletin board, the frequency with which materials may be posted for the same group, and the geographic area from which notices will be accepted.

Adopted July 2, 1991, by the ALA Council.

REGULATIONS, POLICIES, AND PROCEDURES AFFECTING ACCESS TO LIBRARY RESOURCES AND SERVICES

An Interpretation of the LIBRARY BILL OF RIGHTS

American libraries exist and function within the context of a body of law derived from the United States Constitution, defined by statute, and implemented by regulations, policies, and procedures established by their governing bodies and administrations. These regulations, policies, and procedures reflect the function and character of the library, define its operations, and protect its mission and the rights of its users.

"The library is one of the great symbols of our democracy. It is a living embodiment of the First Amendment because it includes voices of dissent."[1] Libraries of all types adhere to this ideal. Publicly supported libraries serve as traditional public forums, open to the collection, use, and dissemination of all forms of recorded human expression that are expressly dedicated to the unfettered competition of the marketplace of ideas. It is essential to this purpose that the library function as neutral ground in that marketplace. Viewpoint-based discrimination has no place in publicly supported library collections or services; for the library to espouse partisan causes or favor particular viewpoints violates its mission.

"A public library is not only a designated public forum, but also a quintessential, traditional public forum whose accessibility affects the bedrock of our democratic system. A place where ideas are communicated freely through the written word"[2] and other means of recorded expression "is as integral to a democracy and to First Amendment rights as an available public space where citizens can communicate their ideas through the spoken word."[3] The fact of public sponsorship of a library in no way implies endorsement of any of the myriad viewpoints contained within a library's collection. Nor should a funding source dictate its contents. The United States Supreme Court has recognized that "the university is a traditional sphere of free expression so fundamental to the functioning of our society that the Government's ability to control speech within that sphere by means of conditions attached to the expenditures of Government funds, is restricted by the vagueness and overbreadth doctrines of the First Amendment...."[4] The same principles apply with equal force to publicly supported libraries.

The same principles apply with equal force to publicly supported libraries. These principles restrict any attempt to control expression within a publicly supported library or to dictate or limit the contents of its collections, programs, displays, or publications through conditions attached to funding.

Libraries serve the function of making ideas and information available to all members of the society, without discrimination. Publicly supported libraries provide access to information for all without imposing barriers which limit or prevent library users, including the indigent or the economically disadvantaged, from exercising their full constitutional rights. Publicly supported libraries' traditional commitment to free public service is integral to their nature and function. Publicly supported libraries, like public schools and universities, are supported in part from a recognition that information and education are essential components of informed self-government.

The right of free access to information for all individuals is basic to all library service. The central thrust of the LIBRARY BILL OF RIGHTS is to protect and encourage the free flow of information and ideas. Article 5 protects the rights of an individual to use a library regardless of origin, age, background, or views. The American Library Association urges all libraries to set policies and procedures that reflect the basic tenets of the LIBRARY BILL OF RIGHTS, within the framework of Constitutional imperatives and limitations.

Many libraries adopt administrative policies and procedures to govern their order and use, the comfort and safety of patrons and staff, and the protection of resources, services, and facilities. Such policies and procedures affect access, and must not become a convenient means for removing or restricting access to controversial materials, limiting access to facilities, programs, or exhibits, or for discriminating against specific individuals or groups of library patrons. Administrative policies and procedures which infringe on equitable access to library buildings, services, and resources, the privacy of the individual, or the right to read, violate the LIBRARY BILL OF RIGHTS. Further, if such policies have the effect of impermissible discrimination against individuals or particular groups of library users, they are likely to violate First Amendment rights. The U.S. Supreme Court has recognized that "'the right to receive ideas follows ineluctably from the

sender's First Amendment right to send them. . . . More importantly, the right to receive ideas is a necessary predicate to the recipient's meaningful exercise of his own rights such as speech, press, and political freedom' (emphasis in original) *Board of Education, Island Trees Union Free School District No. 26 v. Pico,* 457 U.S. 853, 866-67 (1982) (plurality opinion)."[5] Respect for these rights is central to the function of any government supported library for these rights define the library's purpose.

Because publicly supported libraries are institutions dedicated to the free flow of information, it is essential that the regulations, policies, and procedures which libraries develop and use embody the principles of free expression. Information about their operations must be made available in full compliance with confidentiality, privacy, freedom of information and sunshine laws. The application of policies and procedures for the use of library services and resources should be consistently applied to both members of the public and library employees. Policies and procedures for responding to complaints about library materials – including individual items in a collection, library programs and services, or publications and other material produced or published by the library – should be uniformly applied regardless of the source of the complaint, whether coming from a member of the public, staff, or governing authority.

1., 2., 3., 5. **Richard R. Kreimer** v. **Bureau of Police for the Town of Morristown, et. al.**, ____ F. Supp. ____ (No. 90-554, May 22, 1991).

4. **Rust, et. al.** v. **Sullivan**, ___U.S.___(___U.S.L.W.___, ___S. Ct. Rept. ___), No. 89-1391, May 23, 1991.

Adopted January 27, 1982, as ADMINISTRATIVE POLICIES AND PROCEDURES AFFECTING ACCESS TO LIBRARY RESOURCES AND SERVICES; amended with title change July 3, 1991, by the ALA Council.

RESTRICTED ACCESS TO LIBRARY MATERIALS

An Interpretation of the LIBRARY BILL OF RIGHTS

Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the LIBRARY BILL OF RIGHTS.

Historically, attempts have been made to limit access by relegating materials into segregated collections. These attempts are in violation of established policy. Such collections are often referred to by a variety of names, including "closed shelf," "locked case," "adults only," "restricted shelf," or "high demand." Access to some materials also may require a monetary fee or financial deposit. In any situation which restricts access to certain materials, a barrier is placed between the patron and those materials. That barrier may be age related, linguistic, economic, or psychological in nature.

Because materials placed in restricted collections often deal with controversial, unusual, or "sensitive" subjects, having to ask a librarian or circulation clerk for them may be embarrassing or inhibiting for patrons desiring the materials. Needing to ask for materials may pose a language barrier or a staff service barrier. Because restricted collections often are composed of materials which some library patrons consider "objectionable," the potential user may be predisposed to think of the materials as "objectionable" and, therefore, are reluctant to ask for them.

Barriers between the materials and the patron which are psychological, or are affected by language skills, are nonetheless limitations on access to information. Even when a title is listed in the catalog with a reference to its restricted status, a barrier is placed between the patron and the publication (see also "Statement on Labeling").

There may be, however, countervailing factors to establish policies to protect library materials – specifically, for reasons of physical preservation including protection from theft or mutilation. Any such policies must be carefully formulated and administered with extreme attention to the principles of intellectual freedom. This caution is also in keeping with ALA

policies, such as "Evaluating Library Collections," "Free Access to Libraries for Minors," and the "Preservation Policy."

Finally, in keeping with the "Joint Statement on Access" of the American Library Association and Society of American Archivists, restrictions that result from donor agreements or contracts for special collections materials must be similarly circumscribed. Permanent exclusions are not acceptable. The overriding impetus must be to work for free and unfettered access to all documentary heritage.

Adopted February 2, 1973; amended July 1, 1981; July 3, 1991, by the ALA Council.

POLICY CONCERNING CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION ABOUT LIBRARY USERS

An Interpretation of the LIBRARY BILL OF RIGHTS

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to "information sought or received, and materials consulted, borrowed or acquired," and includes database search records, reference interviews, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities, or services.

The First Amendment's guarantee of freedom of speech and of the press requires that the corresponding rights to hear what is spoken and read what is written be preserved, free from fear of government intrusion, intimidation, or reprisal. The American Library Association reaffirms its opposition to "any use of government prerogatives which lead to the intimidation of the individual or the citizenry from the exercise of free expression. . . [and] encourages resistance to such abuse of government. . . ." (ALA policy 53.4). In seeking access or in the pursuit of information, confidentiality is the primary means of providing the privacy that will free the individual from fear of intimidation or retaliation.

Libraries are one of the great bulwarks of democracy. They are living embodiments of the First Amendment because their collections include voices of dissent as well assent. Libraries are impartial resources providing information on all points of view, available to all persons regardless of age, race, religion, national origin, social or political views, economic status, or any other characteristic. The role of libraries as such a resource must not be compromised by an erosion of the privacy rights of library users.

The American Library Association regularly receives reports of visits by agents of federal, state, and local law enforcement agencies to libraries, where it is alleged they have asked for personally identifiable information about library users. These visits, whether under the rubric of simply informing libraries of agency concerns or for some other reason, reflect an insensitivity to the legal and ethical bases for confidentiality, and the role it

plays in the preservation of First Amendment rights, rights also extended to foreign nationals while in the United States. The government's interest in library use reflects a dangerous and fallacious equation of what a person reads with what that person believes or how that person is likely to behave. Such a presumption can and does threaten the freedom of access to information. It also is a threat to a crucial aspect of First Amendment rights: that freedom of speech and of the press include the freedom to hold, disseminate and receive unpopular, minority, "extreme," or even "dangerous ideas."

The American Library Association recognizes that, under limited circumstances, access to certain information might be restricted due to a legitimate "national security" concern. However, there has been no showing of a plausible probability that national security will be compromised by any use made of unclassified information available in libraries. Thus, the right of access to this information by individuals, including foreign nationals, must be recognized as part of the librarian's legal and ethical responsibility to protect the confidentiality of the library user.

The American Library Association also recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which would be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, the American judicial system provides the mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.

Adopted July 2, 1991, by the ALA Council.

FREEDOM TO READ STATEMENT

The Freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and prevailing fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

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And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression of which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to the freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to

adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by time like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author. A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression. To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare

the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous. The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercises of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the

answer to a bad idea is a good one. The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but is ours.

Adopted June 25, 1953; revised January 26, 1972, by the ALA Council.

FREEDOM TO VIEW

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. To provide the broadest possible access to films and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer of filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the EFLA Board of Directors in February, 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. It was endorsed by the American Library Association's Intellectual Freedom Committee and the ALA Council in June, 1979, and January 10, 1990.

TEXAS LIBRARY ASSOCIATION
INTELLECTUAL FREEDOM STATEMENT

A. PREAMBLE

The Texas Library Association holds that the freedom to read is a corollary of the constitutional guarantee of freedom of the press. Freedom of choice in selecting materials is a necessary safeguard to the freedom to read, and shall be protected against extra-legal, irresponsible attempts by self-appointed censors to abridge it. The Association believes that it is the essence of democracy that citizens shall have the right of free inquiry and the equally important right of forming their own opinions, and that it is of the utmost importance to the continued existence of democracy that freedom of the press in all forms of public communication be defended and preserved. The Texas Library Association subscribes in full to the principles set forth in the Library Bill of Rights of the American Library Association, Freedom to Read Statement, and interpretative statements adopted thereto.

B. AREAS OF CONCERN

LEGISLATION. The Texas Library Association is concerned with legislation at the federal, state, local, and school district level which tends to strengthen the position of libraries and other media of communication as instruments of knowledge and culture in a free society. The Association is also concerned with monitoring proposed legislation at the federal, state, local, and school district level which might restrict, prejudice, or otherwise interfere with the selection, acquisition, or other professional activities of libraries, as expressed in the American Library Association's Library Bill of Rights and the Freedom to Read Statement.

The Intellectual Freedom Committee works with the Legislative Committee to watch proposed legislation, at the various levels, which would restrict or interfere with the selection, acquisition, or other professional activities of libraries.

INTERFERENCE. The Association is concerned with proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgments or on the procedures or practices of librarians.

The Intellectual Freedom Committee attempts to eliminate restrictions which are imposed on the use or selection of library materials or selection judgments or on the procedures or practices of librarians, receives requests for advice and assistance where freedom has been threatened or curtailed, and recommends action to the Executive Board where it appears necessary.

MATERIALS SELECTION POLICY. The Texas Library Association believes that every library, in order to strengthen its own selection process, and to provide an objective basis for evaluation of that process, should develop a written official statement of policy for the selection of library materials.

The Intellectual Freedom Committee encourages all libraries to develop a written statement of policy for the selection of library materials which includes an endorsement of the Library Bill of Rights.

EDUCATION. The Texas Library Association is concerned with the continuing education of librarians and the general public in understanding and implementing the philosophy inherent in the Library Bill of Rights and the ALA Freedom to Read Statement.

The Intellectual Freedom Committee supports an active educational program for librarians, trustees, and the general public.

LIAISON WITH OTHER ORGANIZATIONS. The Texas Library Association, in order to encourage a united front in defending the right to read, shall cooperate with other organizations concerned with intellectual freedom.

The Intellectual Freedom Committee advises on Texas Library Association positions and cooperates with other organizations.

Adopted by the Texas Library Association Council September 15, 1972.

POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users to be confidential in nature. *

2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

3. Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.**

*Note: See also ALA POLICY MANUAL 54.15 – CODE OF ETHICS, point #3, "Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired."

**Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted January 20, 1971; revised July 4, 1975; and July 2, 1986, by the ALA Council.

CHAPTER 12

ATTORNEY GENERAL OPINIONS

Summaries of Texas Attorney General Opinions which relate to the concerns of all types of libraries may be found in *Library Laws of Texas*, available from the Texas State Library. Among the topics which these Opinions address are: county law libraries, public records, the handicapped, employment of librarians, the State Law Library, the Legislative Reference Library, and the Texas State Library. Complete copies of opinions may be obtained from the Attorney General's Office, Box 12548, Austin, Texas 78711-2548.

BACKGROUND

The weight and authority of Attorney General Opinions in law is a concept which has not been clearly delineated. The following comments may enable the reader to better understand just what these Opinions are and how they should be viewed.

The Attorney General of Texas is required by Article IV, Section 22, of the Texas constitution to render legal advice to the Governor and other executive officers of the State. The list of persons to whom Opinions may be issued is listed in Government Code, Section 402.042, and includes the heads of departments of state government, legislative committees, county auditors, and regents or trustees of state educational institutions. While the authority of the Attorney General to render opinions is constitutionally and statutorily regulated, it is axiomatic that an Attorney General Opinion is not binding on the courts. Some courts have given individual Opinions very great weight and some have rejected them.

The Attorney General acknowledged the limited authority of his own opinions in Attorney General Opinion No. 0-7234-A (1946), where it was stated:

> The opinions of the Attorney General have not the force of law and are legally binding on no one. They may be highly persuasive to the courts but apparently only in those cases where they coincide with the court's view of the law.

The leading case expressing the court's views on the authority of Attorney General Opinion states that opinions "while entitled to careful consideration by the courts, and quite generally regarded as highly persuasive, are not binding on the judiciary...."

Recently, the courts have assessed the status of Attorney General Opinions in light of the Legislature's specific delegation of authority in Section 7 of the Open Records Act. A Texas Court of Civil Appeals stated:

> Normally, opinions of the Attorney General are persuasive but not controlling on the courts. We consider that great weight should be given such opinions when the legislature has specifically delegated to the Attorney General the duty of interpreting the Act and aiding in its enforcement.

Although the courts have generally ruled that Opinions are "advisory in nature," persons who reasonably rely on Attorney General Opinions may be protected from civil and criminal liability, even if the Attorney General has erred in his interpretation. Conversely, the failure to follow the authoritative advice of the Attorney General may be evidence of a lack of good faith.

In summary, Attorney General Opinions are not binding on the courts; however, they are persuasive and the courts may give them great weight. Since the Attorney General is constitutionally and statutorily charged with interpretation of the law upon request by certain persons, reasonable reliance upon an Attorney General Opinion would constitute an affirmative defense to criminal prosecution.

EXERCISE CAUTION

One should always exercise caution in interpreting Opinions. The State Legislature may, for example, pass a law which would render a previously issued Opinion inoperable; more recent Opinions may overrule certain parts of previous Opinions, but not the entire previous Opinion; and the Opinions are responses to specific, factual situations in point of time. An attorney should be contacted if you seek further advice.

SELECTED OPINIONS

H – 420 (1974)

Article 4419e does not, per se, prohibit architectural designs which may amount to a barrier to a handicapped person's use of a public facility unless such design is intentionally formulated to prevent or discourage such use.

H – 467 (1974)

A city's library board which acts solely in an advisory capacity and has no rule-making or quasi-judicial power is not required to comply with the mandates of the Open Meetings Act regarding public notice and open meetings.

H – 550 (1975)

The Texas State Library need not obtain the consent of the Systems Division of the State Auditor's Office in order to purchase a computer, but it must comply with subsection(a) of article V, section 37 of the General Appropriations Act before making the expenditure. The Library has fully complied with the provisions of Article V, section 37 as soon as the Governor has made the requisite determination pursuant to subsection(a), since subsection(b) therein is invalid. The rider to the Library and Historical Commission appropriation does not apply to funds received by the Texas State Library which are solely federal in origin.

H – 689 (1975)

System operation grants and incentive grants can be awarded to community libraries where the proper, prerequisite circumstances exist.

H – 690 (1975)

The Library and Historical Commission may reject the initial and any subsequent annual plan submitted by a major resource center. When there has been a rejection of submitted plan, the Commission may revoke the library's status as a major resource center or withhold funds from the library until the plan is acceptably redrawn. Libraries lying within a system where the plan by the major resource center is rejected, may receive direct grants from the Commission or may be transferred to other systems or a new major resource center may be designated.

JM – 183 (1984)

An advisory council to a major resource system of libraries is not a "governmental body" for purposes of the Open Meetings Act, and is therefore not subject to its provisions.

JM – 252 (1984)

Article 5436a, V.T.C.S., does not authorize the State Library and Archives Commission to make cash grants to county and municipal libraries exclusively from general revenue funds.

JM – 921 (1988)

Regional library systems established pursuant to the Library Systems Act may have as members only public libraries as defined in section 441.122(9), (12) of the Government Code. Regional library systems may contract with non-public libraries for the purchase or sale of specialized resources and services. Gov't Code, §441.128(d).

ATTORNEY GENERAL'S OPINION ON CONFIDENTIALITY OF RECORDS

OPEN RECORDS DECISION NO. 100

Pursuant to section 7 of the Open Records Act, article 6252-17a, V.T.C.S., you have requested our decision as to whether information on the identity of persons who have checked out paintings from the Ector County Library is excepted from disclosure under section 3(a)(1) which excepts "information deemed confidential by law, either Constitutional, statutory, or by judicial decision."

The request from city editor of the *Odessa American* asks:

> to look at all records pertaining to the fine art's lending library of art objects. I would like to know who has checked out art prints in the past, who has them checked out at this time, how many persons have paid fines for late returns and the amount of the fines.

We understand your contention to be that only the identity of library patrons is excepted from disclosure, and that you do not object to disclosure of other requested information which does not identify individual patrons.

No Texas statute makes library circulation records or the identity of library patrons confidential, and no judicial decision in this state, nor in other jurisdictions, has declared it confidential. However, we believe that the courts, if squarely faced with the issue, would hold that the First Amendment of the United States Constitution, which is applicable to the States through the Fourteenth Amendment, *Gitlow v. New York*, 268 U.S. 652, 666 (1925), makes confidential that information in library circulation records which would disclose the identity of library patrons in connection with the material they have obtained from the library.

The first Amendment "necessarily protects the right to receive" information, *Martin v. City of Struthers*, 319 U.S. 141, 143 (1943). It protects the anonymity of the author, *Talley v. California*, 362 U.S. 60 (1960); the

anonymity of members of organizations, *Gibson v. Florida Legislative Investigation Committee*, 372 U.S. 539 (1963); *Bates v. City of Little Rock*, 361 U.S. 516 (1960); *NAACP v. Alabama*, 357 U.S. 449 (1958); the right to ask persons to join a labor organization without registering to do so, *Thomas v. Collins*, 323 U.S. 516 (1945), the right to dispense and to receive birth control information in private, *Griswold v. Connecticut*, 381 U.S. 479 (1965); the right to have controversial mail delivered without written request, *Lamont v. Postmaster General*, 381 U.S. 301 (1965); the right to go to a meeting without being questioned as to whether you attended or what you said, *DeGregory v. Attorney General of New Hampshire*, 383 U.S. 825 (1966), the right to give a lecture without being compelled tell the government what you said, *Sweezy v. New Hampshire*, 354 U.S. 234 (1957), and the right to view a pornographic film in the privacy of your own home without governmental intrusion, *Stanley v. Georgia*, 394 U.S. 557 (1969).

In light of these authorities, we believe that the First Amendment guarantee of freedom of speech and press extends to the reader or viewer, and protects against state compelled public disclosure of a person's reading or viewing habits, at least in the absence of a showing of a clear and present danger which threatens an overriding and compelling state interest. Even if such a threat were shown to exist, we do not believe that the Open Records Act provides that "precision of regulation," *NAACP v. Button*, 371 U.S. 415, 438 (1963) which is required in this area to insure that the least drastic means for achieving a permissible purpose are used. *Shelton v. Tucker*, 364 U.S. 479, 488 (1960).

If by virtue of the First and Fourteenth Amendment, "a state has no business telling a man, sitting alone in his own house, what books he may read or what films he may watch, " *Stanley v. Georgia, supra* at 565, then neither does the state have any business telling that man's neighbor what book or picture he has checked out of the public library to read or view in the privacy of his home.

Thus, it is our decision that information which would reveal the identity of a library patron in connection with the object of his or her attention is excepted from disclosure by section 3(a)(1) as information deemed confidential by constitutional law.

However, we do not believe that this constitutional protection extends beyond the identification of an individual patron with the object of his or her attention. Thus, we do not believe the fact that a person has used the library, owes or has paid a fine is confidential information.

JOHN L. HILL
Attorney General of Texas
July 10, 1975

Note: official copies of this opinion are available from the Library Science Collection, Texas State Library or The Attorney General's office.

CHAPTER 13

A SELECTIVE GLOSSARY OF TERMS

Academic Libraries – Libraries in two- or four-year colleges or universities which serve the students and faculties of their institutions.

Accredited Library School – A college or university offering a library education program meeting American Library Association standards and officially accredited by an ALA committee.

Acquisition – The process of acquiring library materials which make up the library's collection.

Advisory Council – Six lay people elected by lay representatives from among their group to advise a Texas public library system.

American Library Association (ALA) – Founded in 1876, the oldest and largest national library association in the world. Membership includes libraries, librarians, and anyone interested in libraries. Goal: promoting and improving library service and librarianship and providing life-long learning services to all.

American Library Trustees Association (ALTA) – Lay persons' division of the American Library Association.

AMIGOS – The AMIGOS Bibliographic Council is an agency which promotes library cooperation and resource sharing in the Southwest. Its primary mission is to enable libraries in Texas, Arkansas, Oklahoma, Kansas, New Mexico, Louisiana, and Arizona to use the OCLC shared cataloging data base.

Anglo-American Cataloging Rules, 2 (AACR2) – The 1978 revision of the original rules agreed upon by American, British, and Canadian libraries in 1964. AACR1 was designed to standardize cataloging formats, and the revisions make it possible for librarians to catalog the various formats of library materials from books to musical scores in similar ways throughout the world.

Archives Commission – See Texas State Library and Archives Commission.

Audiovisual Materials – Nonbook materials such as tapes, slides, filmstrips, recordings, and motion pictures. Frequently abbreviated as AV.

Bibliographic Instruction – Programs of library instruction designed to help library users to improve their skills in using library resources. Their objective is to help users take maximum advantage of library resources to meet their information needs.

Bibliography – Primarily used to describe a listing of sources of information on a given subject or of works by a given author.

Book Jobber – See Jobber.

Book Truck – A small cart on wheels with two or three shelves, used for transporting books and other materials within a library.

Books in Print (BIP) – Books in Print is published annually by the R. R. Bowker Company and is divided into author, title, and subject volumes, and lists those books available for purchase from publishers' stocks. An entry in Books in Print includes author, title, publisher, ISBN number, and price.

Call Number – The set of symbols identifying a particular item in a library collection and indicating its location. Usually includes a subject classification number and a book number or letters of the author's surname.

Card Catalog – A listing of a library's holdings or collection on 3x5 inch cards.

Categorical Aid – A transfer payment from one level of government to another for a specifically designated purpose.

Cathode Ray Tube (CRT) – An electronic vacuum tube (for example, a picture tube in a TV set) upon which information is displayed. Often used as the "output" device in a computer terminal.

CATV – Cable television, originally called Community Antenna Television.

Circulation – The library activity of lending materials to borrowers and the library recording of such loans. Term is also used to mean library department or "station" within the library which checks materials out to users and receives returned materials. Circulation also is used to mean statistics showing extent of use of the library through the count of materials checked out.

Collection – The library's total accumulation of materials, (the books, films, records, videocassettes, etc.) which make up what the library owns for its users.

Collection Development Formula – A formula developed by each of the Texas regional library systems to designate how/if system funds will be allocated to member libraries for the purchase of library materials for local use.

Computer Output Microform (COM) Catalog – A listing of the holdings of a library produced by transferring data directly from the computer onto microform by means of a special high-speed character generator. A microform reader would be used to magnify the image so that the catalog can be read.

Computer Terminal – The point at which data can either be entered into or extracted from a computer system. Many terminals use a typewriter-like keyboard to enter data and a cathode ray tube to display the data.

Consortium – See Network.

Copyright – The right granted by a government to an author, composer, or artist to control the publication, sale, and reproduction of the work. The U.S. Copyright Law was significantly revised in 1978, with potentially far-reaching consequences for copyright holders, librarians, and library users.

Councils of Government (COG) – Regional planning councils established in Texas through enabling legislation in 1965. There are currently 24 such councils serving designated counties. County and municipal governments may or may not be members.

Data Base – A systematically organized collection of information. Most often refers to data stored in a computer system to be extracted electronically.

Dewey Decimal Classification – A system for classifying and shelving books utilizing an hierarchical scheme which has 10 major divisions, from 000 (General Works) through 900 (History). Each of the 10 divisions contains 10 subdivisions.

Dictionary Catalog – A catalog in which all the entries (author, title, subject, series, etc.) and their related references are arranged together in one alphabet.

Direct Order – An order for library materials that is placed directly with a publisher rather than with a jobber that handles the materials of a number of publishers.

Education Service Center (ESC) – One of 20 regional centers in Texas established to provide services which the smaller independent school districts could not individually afford. One of the services provided is a 16mm film/video library.

Elementary and Secondary Education Act (ESEA) – Federal legislation passed in 1965 which provides for the purchase of school library resources, textbooks, and other instructional materials for the use of students and teachers in public and private elementary, junior high, and high schools, plus assistance in establishing supplementary education centers, developing model school programs, etc.

Facsimile Transmission (FAX) – The process of sending printed matter from one point to another by electronic means such as telephone and radio. The image is scanned at the transmitting point, converted into electronic impulses, and is reconverted in an exact duplicate by the receiving unit.

Fiscal Year (FY) – A 12-month accounting period based upon the established budget of the organization. The fiscal year of the state of Texas (SFY) is September through August; thus, the fiscal year of each library system is also September through August. The federal fiscal year is October through September.

Information – The total of recorded human experience, plus the unrecorded experience which is available only from human resources, to which librarians and library users may refer.

Information Science – The study of how humans create, use, and communicate information in all forms.

Institutional Libraries – Libraries located in a prison, hospital, nursing home, or other similar residential facility.

Interlibrary Loan (ILL) – Loans of material between independent libraries.

International Standard Book Number (ISBN) – A code given a book before publication as a means of identifying it concisely, uniquely, and unambiguously. The numbering system is administered among cooperating publishers in participating countries.

Jobber – A dealer who buys from publishers and sells to libraries and bookstores. Synonymous with wholesaler and vendor.

Learning Resource Center (LRC) – See Library.

Lay Representative – Under the Texas Library Systems Act, a citizen (one who does not work for a local library) who is appointed to represent that library and vote for that library in system affairs. A lay representative can stand for election to the system's Advisory Council.

Library – A place where information of all kinds is stored, systematically organized, and made available for use. A library may also be called an Information Center, Media Center, Learning Resource Center, or Instructional Materials Center.

Library Consultant – An external expert commissioned by a library to give professional or technical advice on planning, management, operations, physical facilities, or other areas of concern.

Library of Congress (LC) – Established as the research library for Congress, it acts as the National Library with more than 17 million books, manuscripts, maps, etc.

Library of Congress (LC) Classification – A system developed by the Library of Congress for classifying and shelving library materials.

Library Services and Construction Act (LSCA) – Federal legislation passed in 1956 and amended in 1965, 1977, and 1986, providing funds for public library development. Under the various titles of the act, funds have been made available for construction of facilities, interlibrary cooperative efforts, and other library development activities.

Library System – Two or more public libraries cooperating in a system approved by the Texas State Library and Archives Commission to improve library service and to make resources accessible to all residents served by the member libraries.

Library Systems Act (LSA) – Texas legislation passed in 1969 providing for the establishment, operation, and financing of a state library system consisting of interrelated cooperating library systems designed to provide adequate library facilities and services to the public.

Machine Readable Cataloging (MARC) – Developed at the Library of Congress as a standard bibliographic format for the exchange of machine readable bibliographic information.

Magnetic Tape (Mag Tape) – A tape of any material impregnated or coated with magnetic particles, on which audio and video signals and digital data can be recorded.

Major Resource Center (MRC) – A public library in Texas designated as the headquarters library for a major resource system for resource sharing and other services.

Masters Degree in Library Science (MLS) – The standard degree for a professional librarian. The American Library Association accredits MLS programs that meet certain standards. Accredited programs in Texas are provided at University of North Texas, Texas Woman's University, and University of Texas at Austin.

Media – Materials in all formats and all channels of communication that serve as carriers of information.

Microcomputer – A small programmable computer with a limited ability to handle mass storage and other peripheral equipment, often designed to handled a restricted number of applications.

Microfilm – Photographic film containing micro-images. The term normally refers to roll film sufficiently long to be placed on reels, cartridges, or cassettes and retrieved by manual or automatic means. Images may be positive or negative and rolls may be 8, 16, 35, or 70mm wide and up to several thousand feet long. Special equipment is required to read microfilm.

Microfiche – A flat sheet of photographic film usually, 4" x 6" or 3" x 5," containing micro-images in a grid pattern. Special equipment is required to read microfiche.

Microforms – A term which includes microfiche, micro-opaques, and microfilm. Microforms greatly reduce the space required to store graphics and printed matter. Special equipment is usually required to read microforms.

Multitype System – An organization comprised of libraries of more than one type. Libraries are generally divided into four types: Public, School, Academic, and Special.

National Commission on Libraries and Information Science (NCLIS) – Established by Congress in 1970 to advise the President and the Congress on fulfilling the national policy for developing plans in meeting national library and information needs and on coordinating activities at the federal, state, and local levels.

Network – A group of libraries joined together to pursue common goals, called a network, consortium, or system.

Non-Print – See Audiovisual materials.

Non-Resident – A person who neither resides within nor pays taxes to the government jurisdiction that provides public library services and operates a public library.

OCLC, Inc. (formerly Ohio College Library Center) – A national network of more than 1,600 libraries using an on-line bibliographic data base to share some 4,000,000 catalog records.

On Line System – Connection of a distant user terminal to a central computer through a continuing communication hook-up.

Output Measures – Methods used to measure a library's performance as determined by use of the library's services and resources, and designed to reflect results or outcomes.

Periodical – A publication appearing, or intending to appear, at regular or stated intervals, generally more frequently than annually.

Public Access Catalog (PAC) – Also called Public Automated Catalog. The term refers to a library's public catalog or index that is in machine readable form and is accessed by computer terminals. In political terms, it stands for Political Action Committee. The Texas Library Association remotely supports the TLA/PAC.

Public Library Administrators of North Texas (PLANT) – An organization of public library directors, its purpose is "to better public library service within the North Texas area through the cooperation and mutual aid of all public library administrators." Membership is by invitation.

Processing – A catch-all term generally indicating the preparation of books and other materials so they can be placed in circulation. Processing may include cataloging, making protective covers, and the preparation of catalog cards or catalog information in machine readable form.

Public Libraries – A library that is operated by a single public agency or board, that is freely open to all persons under identical conditions, and that receives its financial support in whole or part from public funds.

Reciprocal Borrowing – The extension of lending privileges to citizens of other communities with public libraries.

Request for Information (RFI) – A document used to solicit information from prospective bidders in order to prepare or consider preparing a Request for Proposal.

Request for Proposal (RFP) – A document used to solicit proposals from bidders to design or supply a service.

Rotating Collection – Any collection of materials supplied by a central organization to the individual libraries to be used in each library as a part of its own collection for a period of time before being rotated to another library.

School Libraries – Libraries which are a part of a school system and contain materials for use by students and teachers. Frequently, also called Learning Resource Centers.

Sears – An authority file of subject headings used by many small and medium sized libraries. Full title of the list: *Sears List of Subject Headings, 13th ed.*, 1986, published by H.W. Wilson.

Shared Cataloging – Any organized effort to share the cost and the benefits of providing bibliographic descriptions of commonly held collection items. Now usually refers to automated cataloging systems such as OCLC.

Shelf List – A catalog of items in a library collection arranged by call number.

Shelf Reading – A physical check of the shelves to make certain books are in their correct location, and reshelving books to their proper places.

Special Libraries – Libraries which are privately or publicly supported information centers in business, industries, government agencies, institutions of higher education, research organizations, museums, etc.

Stack (s) – A series of bookcases, or sections of shelving, arranged in rows or ranges, freestanding or multi-tiered, for the storage of a library's principal collection.

Telecommunication – The transmission of information between distant locations by use of electrical or electromagnetic systems such as telephone, telegraph, and microwave.

Texas Library Association (TLA) – An organization, founded in 1902, of librarians, library workers, and others interested in the promotion and improvement of library service in Texas. Membership is open to individuals and organizations. Address: 3355 Bee Cave Road, Suite 603, Austin, TX 78746, (512) 328-1518.

Texas Library Systems Act – Texas legislation passed in 1969 and revised by subsequent legislatures; provides for the establishment and operation of a state library system consisting of interrelated cooperating library systems.

Texas State Library – An agency of state government, officially known as the Texas State Library and Archives Commission, charged with many functions, including aiding and encouraging the development of libraries; collecting, preserving, classifying, and publishing manuscripts relating to Texas history; and serving the reading needs of the state's blind and physically handicapped citizens. Address: Box 12927/Capitol Station, Austin, TX 78711, (512) 463-5460.

Texas State Library and Archives Commission – Six lay persons, appointed by the Governor, to govern the Texas State Library. Often called "The Archives Commission." Address: Box 12927/Capitol Station, Austin, TX 78711, (512) 463-5460.

TexNet – The statewide interlibrary lending network financed by federal funds and available to all public, academic, and special libraries in Texas.

Union Catalog – A listing of the materials owned by a group of libraries. Designed to locate materials easily.

Vendor – An individual or company that buys and sells books or other materials acquired by libraries.

Vertical File – A collection of materials such as pamphlets, clippings, and pictures which, because of their shape and often ephemeral nature, are filed vertically in drawers for easy reference.

Weed (or Weeding) – To select items from a library collection for withdrawal or for transfer to a storage area.

Weighted Voting – A method of assigning a relative weight to each lay person's vote in a Texas library system. The weight must be based on the population served by the library the lay person is representing. The weighted votes are required under the Rules and Regulations of the Texas Library Systems Act.

White House Conference on Library and Information Science – A national conference of lay people and librarians who evaluate and plan for library services. The first such conference was held in Washington in November 1979; the second was held in July 1991.

A SELECTIVE LIST OF LIBRARY INITIALISMS AND ACRONYMS

AACR2 – Anglo-American Cataloging Rules

ALA – American Library Association

ALTA – American Library Trustees Association

AV – Audiovisual Materials

BIP – Books in Print

COG – Councils of Government

COM – Computer Output Microfilm catalog

ESL – English as a Second Language

ESC – Education Service Center

ESEA – Elementary and Secondary Education Act

FOLUSA – Friends of Libraries, USA

FY – Fiscal Year

HEA – Higher Education Act

ILL – Interlibrary Loan

ISBN – International Standard Book Number

LBB – Legislative Budget Board

LC – Library of Congress

LIA – Library Improvement Act

LSA – Texas Library Systems Act

LSCA – Library Services and Construction Act

MARC – Machine Readable Cataloging

MLS – Masters Degree in Library Science

MRC – Major Resource Center

NCLIS – National Commission on Libraries and Information Science

PAC – Usually stands for either Public Access Catalog or Public Automated Catalog; also, politically, for Political Action Committee

PLANT – Public Library Administrators of North Texas

RFI – Request for Information

RFP – Request for Proposal

SLA – Special Libraries Association

TAET – Texas Association of Educational Technology

TEA – Texas Education Agency

TLA – Texas Library Association

TML – Texas Municipal League

TSL – Texas State Library

TSLCN – Texas State Library Communications Network

TSTA – Texas State Teacher's Association

WHCLIS – White House Conference on Library and Information Services

APPENDIX A

Sample Board By-Laws

BY-LAWS
PUBLIC LIBRARY BOARD

ARTICLE I

Name

As authorized by the City Charter, City of _____, and City Ordinance No. _____. This body shall be known as the _____ Public Library Board.

ARTICLE II

Meetings

Section 1. The regular meeting of the Library Board shall be held on the first Tuesday of every month at 7:30 P.M., in the Library or at such other time and place the Board may determine.

Section 2. Special meetings may be called by the Chair or at the call of any two members of the Board, provided that notice thereof be given to all Board members.

Section 3. A majority of the members shall constitute a quorum at all meetings of the Board.

Section 4. All questions presented for a vote of the Library Board shall be decided by a simple majority of the quorum, including the vote of the Chair.

Section 5. Any member of the Board who misses three consecutive meetings without good cause shall be deemed to have resigned, and the Board will recommend to City Council that a replacement be appointed for the balance of the unexpired term.

Section 6. *Robert's Rules of Order, Newly Revised* shall govern in the parliamentary procedure of the Board, in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE III

Officers

Section 1. The officers of the Board shall be a Chairperson, a Vice-Chairperson, and a Secretary.

Section 2. Officers shall be elected and take office at the first regular meeting after new Board members have been appointed and sworn in.

Section 3. Vacancies in office shall be handled as follows:

(a) In the event of resignation or incapacity of the Chair, the Vice-Chair shall become the Chair for the unexpired portion of the term.

(b) Vacancies in officers other than the Chair shall be filled for the unexpired term by special election.

Section 4. Duties of the officers shall be as follows:

(a) Chair:

(i) Preside at all meetings.

(ii) Represent the Library Board at public functions.

(iii) Appoint special committees.

(iv) Assist Library Director in establishing the agenda for each meeting. Agenda items requested by any Board Member will be included.

(b) Vice-Chair:

(i) Assist the Chair in directing the affairs of the Board and act in the Chair's absence.

(c) Secretary:

(i) Be responsible for the accuracy of the minutes of the Board meeting and bring any correction to the attention of the Board at its next meeting. The Secretary shall sign the approved minutes and file in Record Book.

ARTICLE IV

Committees

Section 1. Committees may be appointed for special purposes by the Chair and with the consent of the majority of the Board. All committees will have at least one Library Board member serving on them. These committees are automatically dissolved upon completion of assignment.

ARTICLE V

Librarian

Section 1. The Library Director shall be an ex-officio member of the Board.

ARTICLE VI

Powers and Duties of Board Members

Section 1. Board Members shall:

(a) Abide by applicable ordinances of the City of _____.

(b) Act in an advisory capacity to the City Council, City Manager, and Library Director.

(c) Recommend policies to govern the operation and program of the Library.

(d) Assist in planning and give guidance for expansion of library facilities.

(e) Assist in interpreting the policies and functions of the Library Department to the public.

(f) Encourage in every possible way the development and advancement of the public library.

ARTICLE VII

Amendments

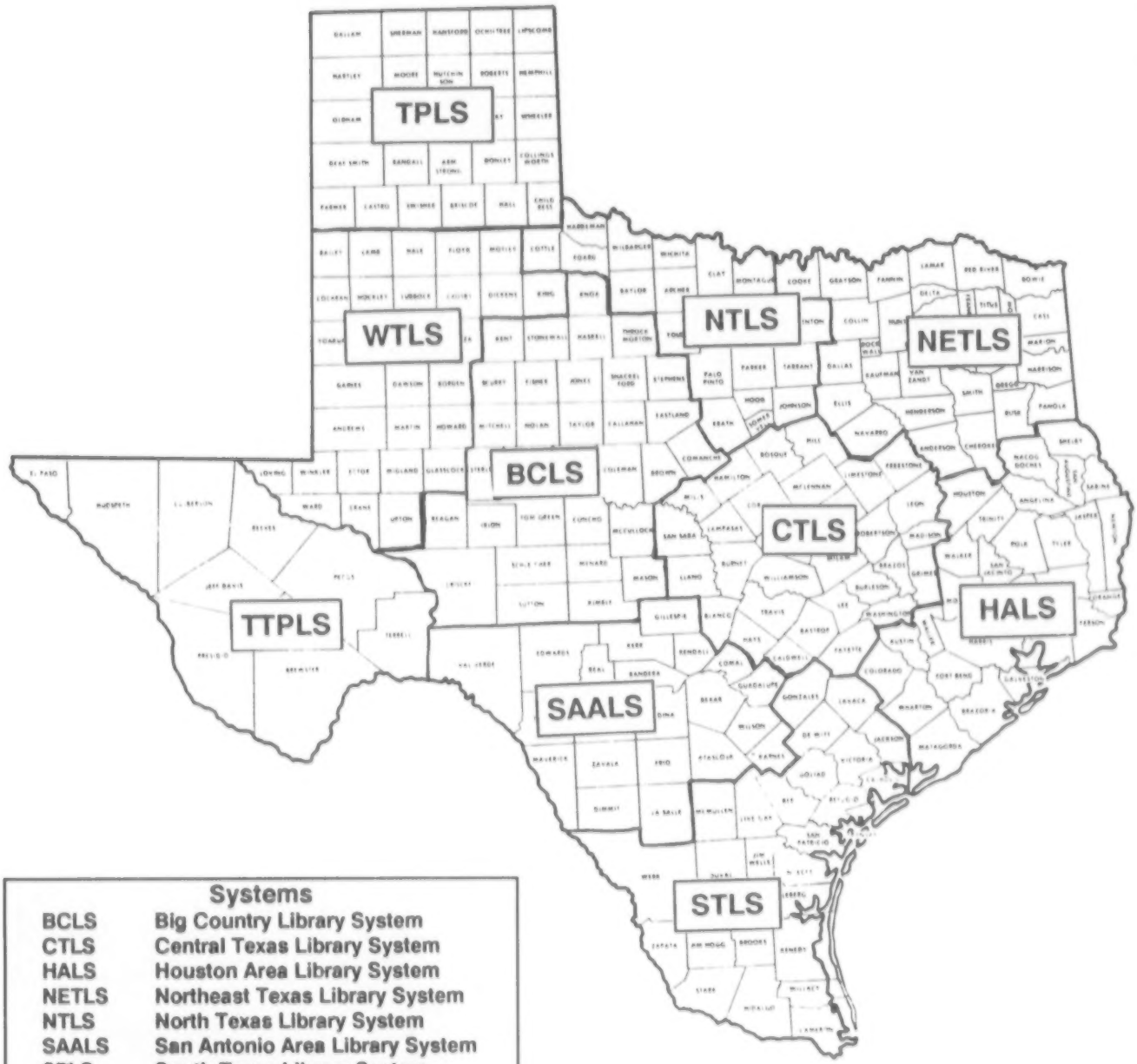
Section 1. These by-laws may be amended by a majority vote at any regular meeting, provided all members have been notified of the proposed amendments at least ten days prior to such meeting. Such amendment would then be subject to approval by City Council.

APPENDIX B

Texas Regional Library Systems and Texas Library Association Districts

TLA District Number	Regional Systems
01	Big Country Library System (BCLS) 202 Cedar Street Abilene, Texas 79601 915/673-2311
02	Texas Panhandle Library System (TPLS) Box 2171 Amarillo, Texas 79189 806/378-3043
03	Central Texas Library System (CTLS) Box 2287 Austin, Texas 78768 512/499-7485
04	South Texas Library System (STLS) 805 Comanche Corpus Christi, Texas 78401 512/880-8915
05	Northeast Texas Library System (NETLS) 625 Austin Street Garland, Texas 75040 214/205-2566
06	Texas Trans-Pecos Library System (TTPLS) 501 Oregon El Paso, Texas 79901 915/543-5458
07	North Texas Library System (NTLS) 1111 Foch Street, Suite 100 Fort Worth, Texas 76107-2931 817/335-6076
08	Houston Area Library System (HALS) 500 McKinney Street Houston, Texas 77002 713/247-1925
09	West Texas Library System (WTLS) 1306 9th Street Lubbock, Texas 79401 806/762-5442
10	San Antonio Area Library (SAALS) 203 South St. Mary's Street San Antonio, Texas 78205 512/225-5322

TEXAS LIBRARY SYSTEMS



Systems	
BCLS	Big Country Library System
CTLS	Central Texas Library System
HALS	Houston Area Library System
NETLS	Northeast Texas Library System
NTLS	North Texas Library System
SAALS	San Antonio Area Library System
STLS	South Texas Library System
TPLS	Texas Panhandle Library System
TTPLS	Texas Trans-Pecos Library System
WTLS	West Texas Library System